

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Delegation of Personnel Management Functions Update	REFERENCE NUMBER: 2005-025
DATE ISSUED: 08-09-05	SUPERSEDES:

This memorandum should be forwarded to:

Personnel Officers

FROM: Department of Personnel Administration
Classification and Compensation Division

CONTACT: Classification and Compensation Division
(916) (916) 324-9381
Fax: (916) (916) 327-1886

This memorandum is an update to the Department of Personnel Administration's (DPA) Personnel Management Delegation Program. The Classification and Compensation Division (CCD) has received many inquiries since the April 1, 2005 delegation of responsibility to the departments and has made the following modifications and clarifications:

- Backdating Appointments

This is a new function that is being delegated. All departments have delegated authority to backdate appointments up to 60 workdays. DPA must review backdates beyond 60 workdays regardless of Modified Classification Review (MCR) designation. This time frame is also in accordance with the State Personnel Board's policy on backdating appointments.

- Out-of-Class (OOC)

This is to clarify and add other types of "excluded employees" to the delegation. In addition to supervisory employees, all departments have delegated authority to approve OOC assignments for confidential and other nonmanagerial excluded employees up to one year. Departments do not have authority to approve OOC assignments for managerial employees or to exempt positions.

- Position Allocation

The classes of Labor Relations Specialist, Labor Relations Manager I, and Labor Relations Manager II are designated MCR None and require DPA approval.

For classes designated MCR II (the specialist concept for the Staff Services Manager [SSM] I, SSM II, and SSM III classes) the departments will need to submit a Form 625 to request position allocation approval from DPA. This includes all existing SSM specialist allocations, if not initially approved by DPA.

When the initial allocation is approved by DPA and there is no change in duties or reporting relationship, DPA approval is not required to refill the position unless DPA has identified the position as an exception.

Attorney IV Level Allocations – Prior to the implementation of the Attorney IV Allocation Standards, PML 2001-001, the following departments were identified as a “IV Level Department” and were delegated authority to allocate positions to the Attorney IV level: Department of Justice/Office of the Attorney General, Department of Education, Department of Fair Employment and Housing, Department of Industrial Relations (Office of the Director and Division of Labor Standards Enforcement only), DPA, Department of Transportation, Franchise Tax Board, Office of the Legislative Counsel, Public Employees’ Retirement System, Public Utilities Commission, and the State Public Defender. These departments will continue to have delegation authority to allocate Attorney IV level positions. For all other departments, DPA approval is required for Attorney IV level position allocations in accordance with the Attorney IV Allocation Standards (including refills of positions with no change in duties or organization structure).

For a complete list of the delegated functions, please refer to the attached revised chart. Please call your DPA analyst or Personnel Services Branch representative if you have any questions.

/s/Daryll Tsujihara

Daryll Tsujihara, Chief
Classification and Compensation Division

Attachment